

Executive Director of the Tennessee Board of Medical Examiners

Monthly Salary Range: \$3,924.00 - \$5,494 (*salary negotiable based upon qualifications*)

Job Title: Executive Director, Board of Medical Examiners

The holder of this position is expected to provide leadership to the Tennessee Board of Medical Examiners to enable them to carry out their statutory mission to protect the health, safety and welfare of Tennessee citizens by ensuring that only the best, most qualified individuals are awarded licenses and that only those who adhere to the standards of professional practice retain their licenses.

General Responsibilities:

- **Preparation for Board Meetings:** Provide leadership for the Board of Medical Examiners by preparing for Board meetings. Preparation includes developing the agenda and preparing the public notice; gathering and collating all supporting information for inclusion in the electronic board books; reviewing all documents for completeness and accuracy prior to their inclusion in the electronic board books; working closely with the Office of General Counsel on the disciplinary docket including review of all consent and/or agreed orders scheduled for presentation to the Board. Conducting pre-board exercises to anticipate and address areas of concern that might hinder the efficiency of the board meeting.
- **Attendance at Board Meetings.** The holder of this position must attend all meetings of the Board of Medical Examiners, and committees or taskforces on which the Board has representation, and assist the Board in applying their statute, rules and regulations to board business, both routine and complex.
- **Preparation of Draft Notices.** The holder of this position must be able to prepare pleadings which accurately reflect their purpose. For example, agreed citations must accurately reflect the licensee's violation of rules relative to continuing education. Additionally, notices of suspension (suspending a licensee's privilege to practice his/her profession) must accurately identify the legal basis for the suspension, the board's authority to take the suspension action, the length of the suspension and the steps the licensee must take to have the suspension lifted.
- **Analysis of Proposed Legislation:** Provide guidance and leadership on behalf of the Board of Medical Examiners by providing analysis of pending legislation including fiscal notes to the Department of Health. This position must be skilled in evaluating proposed legislation and its effect on the Tennessee medical practice act as well as any budgetary impact. This position requires its holder to be able to thoroughly understand the Tennessee medical practice act and understand it in the context of other statutes and rules.
- **Rule and Board Policy Development:** Develop (in consultation with legal and clinical staff), the rules, regulations and policies that govern the Board of Medical Examiners. The rules must derive from specific statutory authority. In order to effectively discharge this responsibility, the holder of this position must be able to work effectively with legal staff in the Department of Health and in the legal community at large and must be able to evaluate newly created public chapters and be thoroughly familiar with broad legal principles including due process, notice,

HIPAA, confidentiality, the public records act, equal employment opportunity, and the Americans with Disabilities Act.

- **Supervision of Subordinate Staff:** Provides management for the Board of Medical Examiners (and the eight councils and/or committees that report to them) by providing supervision, oversight and leadership for administrative staff. The director participates in the development of individual performance plans that assign appropriate tasks to team members that are designed to achieve overall goals. The director meets regularly and as needed with administrative staff to evaluate progress and to assist staff in meeting individual and shared goals. In this environment, the director must establish a strong sense of team work among the administrative staff.
- **Communication.** The holder of this position must be able to respond to complex written communications regarding the statutes, rules and regulations that govern the Board of Medical Examiners. The holder of this position must be able to respond to applicants, licensees and other healthcare professionals citing with accuracy board statutes, rules, regulations and policies. The holder of this position is also responsible for maintaining a responsible, productive and proactive dialogue with key industry leaders including the various representatives of professional associations.
- **Special Projects.** Oftentimes the holder of this position may be called upon to represent the Board in collaboration with other divisions or activities within the department. An effective candidate for this position will possess the professional traits necessary to effectively represent and communicate the BME perspective relevant to the topic, e.g. Telemedicine.

Minimum Qualifications:

- Bachelor's Degree, required
- Paralegal certificate from accredited college or J.D., preferred
- 5 years' experience in a leadership position in a healthcare, legal or regulatory environment, preferred
- Must have sufficient work experience to work independently
- Must possess excellent written and oral communication skills and be detailed oriented
- Must be able to multi-task and work with deadlines
- Must be proficient with Microsoft Word, Microsoft PowerPoint and Microsoft Excel software
- Must be highly professional and customer service oriented

This is an Executive Service position and all persons interested may submit a resume along with a cover letter to Vanessa London via email at Vanessia.London@tn.gov .

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.